

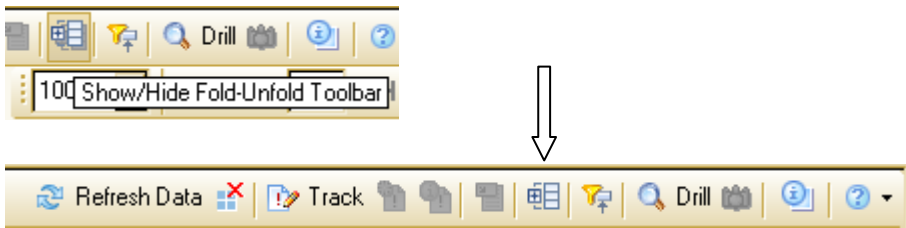
BOXI R3 - Folding Breaks in the 'Edit-Report' Mode

Folding gives you the ability to hide detail rows of data in a report, thereby creating a summary report.

Below is a report with two Breaks; one on System and one on Category. Included is a count of Ticket Numbers. Using the Fold utility, you can hide the individual rows of Ticket Number data and show only the count totals.

System	Category	Ticket Number	Create Date
Security Administrators/Liaisons	HR Security Question	000000000024734	6/21/10
		000000000024736	6/21/10
		000000000025090	6/30/10
		000000000025093	6/30/10
	HR Security Question	4	
System	Category	Ticket Number	Create Date
	ISIS Z-ID Security Question	000000000023809	5/18/10
		000000000024030	5/27/10
		000000000024192	6/3/10
		000000000024194	6/3/10
		000000000024232	6/4/10
		000000000024282	6/8/10
		6	
Security Administrators/Liaisons	Count	10	

1. Start by clicking on the 'Show/Hide Fold' button  on the right side of the main toolbar.



2. Then click in one of the columns on which a Break is set. This will highlight that column and display the 'Fold/Unfold' bar on the left side of the report.

System	Category	Ticket Number	Create Date
Security Administrators/Liaisons	HR Security Question	000000000024734	6/21/10
		000000000024736	6/21/10
		000000000025090	6/30/10
		000000000025093	6/30/10
	HR Security Question	4	
System	Category	Ticket Number	Create Date
	ISIS Z-ID Security Question	000000000023809	5/18/10
		000000000024030	5/27/10
		000000000024192	6/3/10
		000000000024194	6/3/10
		000000000024232	6/4/10
		000000000024282	6/8/10
	ISIS Z-ID Security Question	6	
Security Administrators/Liaisons	Count:	10	

3. The 'Fold/Unfold' Bar has arrow icons in the bar, which correspond to and are aligned with individual report elements, used to fold and unfold specific report elements. The icons at the bottom of the bar will fold and unfold all instances of a type of report element.

In this example, the Fold Bar has three columns and three bottom icons. The first column/icon is "T" for the total report, the second column/icon is "1" for the first-level Break on System and the third column/icon is "2" for the second-level Break on Category.

- | System | Category | Ticket Number | Create Date |
|----------------------------------|-----------------------------|---------------|-------------|
| | HR Security Question | 4 | |
| System | Category | Ticket Number | Create Date |
| | ISIS Z-ID Security Question | 6 | |
| Security Administrators/Liaisons | Count: | 10 | |

- | System | Category | Ticket Number | Create Date |
|----------------------------------|-----------------------------|-----------------|-------------|
| Security Administrators/Liaisons | HR Security Question | 000000000024734 | 6/21/10 |
| | | 000000000024736 | 6/21/10 |
| | | 000000000025090 | 6/30/10 |
| | | 000000000025093 | 6/30/10 |
| | HR Security Question | 4 | |
| System | Category | Ticket Number | Create Date |
| | ISIS Z-ID Security Question | 6 | |
| Security Administrators/Liaisons | Count: | 10 | |

6. To fold both Breaks , click on the "1" icon at the bottom of the third column of the Fold Bar. This will show a one line summary of the whole report. Click on the "1" again to redisplay the report.

So, by using the Fold Bar any (or all) break(s) can be hidden on all values or just selected ones.